



Town of Wyoming
Council Meeting Minutes
February 6, 2023, 6:30 P.M.

REGULAR TOWN COUNCIL MEETING

CALL TO ORDER – Mayor Bilbrough called the Meeting to order at 6:30p.m.

PLEDGE OF ALLEGIANCE – Mayor Bilbrough

MOMENT OF SILENCE – Mayor Bilbrough

ROLL CALL

Council attending: Mayor- Steve Bilbrough, Vice Mayor- Doug Denison, Treasurer- Kyle Dixon. Tracy Johovic and Council Person- Jeffrey Gravatt.

Staff attending: Chief Baker, Town Manager, Michael Wooleyhand, Town Clerk- Roseann Lamar and Clerk of Council, Audrey Lindale.

Audience attending: Jason Anderson, Donna Storan, Elaine Bilow, Donna Mason, Donna Storan, Joyce Stockslager, Mike Marasco, Jane Sweeney, Jason Bonner, Dave Reed, Sean Marcus, Albert Salame, Greg Scott, Ernie Piazza and Sheryl Ford.

ADOPTION OF AGENDA

Mr. Denison moved with a second by Mr. Gravatt to approve agenda with amended items of 2nd floor town hall rental to new business and removing Board of Elections and Poll workers from new business. Mayor Bilbrough, Mr. Denison, Mr. Dixon, Ms. Johovic and Mr. Gravatt, Aye. None Opposed. Motion carried.

PUBLIC COMMENTS

- Ms. Storan expressed concerns with the traffic on S. Layton speeding and failure to stop at newly installed stop sign. Ms. Storan would like council to consider making S. Layton a one way road.
- Mrs. Bilow asked if council would consider placing basketball court down at park where there is more parking.
- Mayor Bilbrough advised that we could have the discussion as we move forward with the project.
- Mrs. Mason asked if the street sweeper schedule was in effect.

- Mrs. Lindale advised that street sweeper can not be run in cold weather as the water tank would freeze. Street sweeping will start once the weather gets warmer.

ANNOUNCEMENTS – GOOD NEWS

- Mayor Bilbrough wanted to thank Jeffrey Gravatt for serving 2 years on the Wyoming town council. Mr. Gravatt chose not to run for a second term.

ADOPTION OF PREVIOUS MEETING MINUTES

- January 9, 2023- Council Meeting

Mr. Denison moved with a second by Ms. Johovic to approve previous minutes as presented. Mayor Bilbrough, Mr. Denison, Mr. Dixon, Ms. Johovic and Mr. Gravatt, Aye. None Opposed. Motion carried.

TREASURER'S REPORT

- Mr. Dixon presented balances, profit and loss reports and check register to council for review.

Mr. Denison moved with a second by Mr. Gravatt to adopt reports as presented. Mayor Bilbrough, Mr. Denison, Mr. Dixon, Ms. Johovic and Mr. Gravatt, Aye. None Opposed. Motion carried.

POLICE REPORT

- Chief Baker presented January's police report to council.
- October saw 458 traffic tickets, 2 parking tickets, 55 warnings, 3 arrests, 15 local fugitives, 3 accidents and 223 total complaints that were handled by the WPD.
- Chief Baker advised the speed trailer had been placed on Old North Road for 30 days.
- There was a total of 74908 vehicles with an average speed of 25.74 mph.
- Excessive speeders amounted to 174 vehicles which is .23%.

FIRE COMPANY REPORT

- Mr. Piazza presented January's report to council.
- Report showed 70 alarms for the month.
 - In service for 33.3 hours.
 - Average alarm time 47 minutes.
 - Average for first truck to be enroute- 3.5 minutes.
- Mr. Piazza advised that the new ambulance that was ordered is not estimated to arrive until October 2024.
- Mr. Piazza stated the truck committee had visited Wisconsin plant for ordering a new ladder tower truck as the current one will be 20 years old.
- Mr. Reed advised that brush truck is scheduled to arrive on 2/7.

C/W SEWER & WATER REPORT

- No Report

PLANNING & ZONING

- Mrs. Lamar advised that DR Horton attended the January meeting to present concept plans for Savannah Farms.
- Mr. Wilkes from Carroll's Engineering was present to present his review of the plans submitted in accordance with the town's Land Use and Development Code (LUDC).
- Mayor Bilbrough advised that he was also present for meeting and the plans were not received well by residents.
- Mayor Bilbrough stated that concerns were expressed with items such as traffic and effects on the schools, fire department and sewer and water.
- The current zoning for the land is R-1 and only allows single family homes, the plans showed semi-detached homes that are not allowed in that zoning.
- Concerns were expressed as well that the lots are not in compliance with what is allowed per Wyoming's LUDC.
- Mr. Denison also advised that DR Horton is proposing a change in boundaries which would not affect the amount of land but would be at town's expense.
- Mrs. Mason questioned what R-1 zoning entailed. It was explained that it allows single family homes only.

BUILDING PERMITS

- Mrs. Lamar presented January reports to council.
 - 3 new permits, 25 open, 6 closed.

CODE ENFORCEMENT

- Mrs. Lindale advised that there were 1 vehicle violations on Second St. in January which have been resolved.

PARK/STREET

- Mr. Gravatt advised that there was nothing new for this month.
- Mr. Gravatt wanted to thank council and residents for allowing him to serve as Parks and Streets commissioner for the last 2 years.

SPECIAL EVENTS

- The special events committee will resume meetings starting February 15, 2023, at 7pm to discuss Easter egg hunt and start the planning for the Peach Festival.

NEW BUSINESS

- **112/114 W. Camden Wyoming Ave Encroachment**
 - Mr. Anderson was in attendance to discuss possible encroachment.
 - Mr. Anderson explained that he had purchased the duplex next to town hall with the intention of making it a rental.
 - There is a garage that sits at the rear of the property with the doors facing towards Pine St. lot which belongs to town.
 - Mr. Anderson is asking to use the 10 feet between his property and the new vinyl fence to gain access to the garage.
 - Mrs. Lindale read the agreement drafted by town's attorney.
 - Mr. Anderson had no questions or objections to agreement.
 - Mayor Bilbrough advised that Mr. Anderson would need to be responsible for the attorney fees for drafting the agreement. Mr. Anderson agreed to pay fees.

Mr. Denison moved with a second by Ms. Johovic to accept the agreement for the encroachment which will be executed once fees are paid. Mayor Bilbrough, Mr. Denison, Mr. Dixon, Ms. Johovic and Mr. Gravatt, Aye. None Opposed. Motion carried.

○ **Streets- Greens of Wyoming**

- Mr. Wooleyhand explained that most of the paving on the east side has been completed. Ninebark and Black Cherry are scheduled to be paved in March/April to finish up the paving that Mr. Salame is responsible for.
- Mr. Wooleyhand explained that the streets on the west side that are not paved are Chetty's responsibility.
- Mr. Salame is requesting that the current bond be lowered from \$200,000 to \$70,000 to cover the last 2 streets that need to be paved.
- Mr. Salame explained to council his history with the town and the property where the Greens of Wyoming is currently situated.
- Mr. Salame also explained that Chetty was responsible for paving ½ of Green Village Drive.
- Mr. Salame advised that he paved Green Village Drive and will be seeking compensation from Chetty.
- Mayor Bilbrough expressed concerns on the amount of time it took to get the streets paved and potholes filled.
- Mayor Bilbrough explained that residents of the Greens had called and emailed the town numerous times over the past year regarding the streets.
- Mr. Salame explained that a new management who is local is taking over the managing of the Greens.
- Mr. Salame explained that the bond was taken out 2 years ago and is renewed annually.
- Mr. Denison asked when the last permit closed on homes build by Mr. Salame and why Ninebark and Black Cherry were not paved with the other streets.
- Mr. Salame stated they chose to pave all of Green Village Drive and pave Ninebark and Black Cherry once funds were available in the spring as they paid for Chetty's portion of Green Village Drive.
- Mr. Denison advised that he was embarrassed at the condition of the Greens and that he is not taking any excuses as to why the streets have not been remedied before the town had to get involved.
- Mr. Denison recommends no reduction in the bond.
- No motions were made on this item.

○ **COPS Grant**

- Baker presented a staffing proposal to council requesting a 5th officer.
- Mr. Baker explained that for our town population, the FBI recommends 5 officers.
- Mr. Baker would like council's approval to apply for the COPS Grant which would cover 75% of a new officers salary for 3 years.
- Mr. Baker expressed concerns with the town growing with new business park and a new possible development.
- Discussion ensued regarding 24-hour coverage, additional vehicle and the grant cycle.
- Mr. Baker stated that the hiring and grant process would take about a year.

Mr. Denison moved with a second by Ms. Johovic to allow Chief Baker to pursue COPS Grant and hire another officer if grant is approved. Mayor Bilbrough, Mr. Denison, Mr. Dixon, Ms. Johovic and Mr. Gravatt, Aye. None Opposed. Motion carried.

○ **Lexipol**

- Chief Baker explained Lexipol as being an online policies/procedures application for law enforcement.
- Chief explained that it will contain all policies for the police department and officers can access any police from an app on their smartphones.
- There will also be training bulletins for officers that can be done daily or weekly to keep them updated on current policies.
- Lexipol updates policies when needed according to new laws and best practices.
- Lexipol also offers continuing education for an additional fee.
- Discussion ensued regarding pricing.
- Chief Baker will clarify the exact pricing for March's agenda.
- This service can be paid for using Realty Transfer as it's considered Public Safety expenses.

○ **Amended Budget**

- Mr. Wooleyhand presented amended budget to council.

REVENUE

- Interest Income Increase. This is not due to property interest; this is due to switching banks from WSFS to Shore United.
- Building Permit Income- Decreased. This is due to very limited building / improvements happening. No new construction anticipated over the next 6 months.
- Licenses- Slight decline, however there are still a few businesses that are outstanding on Business Licenses and landlords that are outstanding on their licenses.
- Police Grant Income- Increased due to recognizing the funds upon receipt.
- Police Other Income- Decrease due to the number of officers during the first half of the year, thus fine amounts have been reduced.
- Donations- Remained unchanged.
- Peach Festival- Slight increase due to the Raffle / Resale Income
- Park Income- Remained Unchanged.
- Other Income- Increased due to CTF Funding Received for previous year and this year.
- Other Miscellaneous Income- Increased due to the amount of Grant Funding Received for the park project.

EXPENSES

- Salaries Expense- Overall increase in expense due to the number of officers.
- Benefits Expense- Overall increase in expense due to the salary increase and the new higher line-item increase.
- Utilities Expense- Overall increase in expense due to the increase in energy rates, addition of a new phone line for police (fax) and additional line for the additional police vehicle (police laptop/hotspot).

- Supplies Expense- Overall decrease in expenses due to the K9 unit and the Peach Festival Expenses.
 - Equipment Expense- Overall Increase due to the agreement with CWFC and the brush truck purchase. Funds will eventually be reimbursed back to the town. We have paid 3 invoices so far and a new category, Misc. Equipment has been created for these.
 - Property Tax Discount Expense- Overall increase due to more taxpayers / mortgage companies taking advantage of the paying early option.
 - Contracted Services Expense- Overall Decrease in Expenses due to the copier / Printers Usage.
 - Professional Services Expense- Overall Decrease even though the amount of the audit was higher than anticipated, the amount of Inspections as it relates to permits is down.
 - Other Services Expense- unchanged
 - Repairs & Maintenance Expense- Overall increase in expenses due to the sewer issues we have had at Town Hall.
 - Tax Ditch Expense- Adjusted as paid.
 - Advertising Expense- Overall Decrease in expense due to taking out the employment advertising.
 - Other Expenses- Unchanged
 - Contributions- Unchanged
 - Meetings, Conventions, Dues Expense- Overall increase due to the addition of a class for the officers
 - Miscellaneous Expenses- Overall Decrease due to the permit contributions for CWFC and CRSB
 - Capital Outlay Expenses- Overall increase due to police vehicles and outfitting of vehicles, street paving, park playground project and repair of sewer line at Town Hall.
 - ARPA Expense- Overall increase as this is recognized when expended (per the auditor).
- Overall, we will be pulling funds from the prior year reserves. This is mainly due to the ARPA funding as the revenue is recognized in the budget year that it is received, and the expenses related to the revenue is expensed as it is utilized.

Mr. Denison moved with a second by Mr. Dixon to adopt the amended budget for FY 22-23. Mayor Bilbrough, Mr. Denison, Mr. Dixon, Ms. Johovic and Mr. Gravatt, Aye. None Opposed. Motion carried.

- **Chambers Alley**
 - Council discussed adding Chambers Alley to the paving schedule for this year.
 - A portion of Chambers Alley is paved and the other part if stone/dirt/gravel and needs paving.
 - Mayor Bilbrough tabled discussion until staff can get some quotes for the paving.
- **2nd floor Rental Letter of Intent**
 - Mr. Wooleyhand advised that a possible tenant viewed the upstairs space and would like to rent for a childcare facility.
 - The letter of intent was reviewed. Possible tenant has requested update such as end toilet, sink for kitchenette, hardwired fire system and gate at back entrance.

- Mayor Bilbrough asked that possible tenant attend next meeting so that council's questions can be answered.
- Chief Baker expressed concerns with safety with the police station being located downstairs.
- Staff will reach out to possible tenant.

UNFINISHED BUSINESS

- **Friends of Caesar Rodney**
 - Mr. Bonner was present to further discuss an event that focuses on food, drinks and vendors that would be a community building event to raise funds for scholarships.
 - Mr. Bonner submitted a map of the area that is being requested for use along with a map of bus route for busing in visitors from area school parking lots.
 - Estimated time of event would be from noon to 9-10pm.
 - Music would be set up at town hall parking lot with vendors and food along Camden Wyoming Ave.
 - Mr. Bonner stated that they could not estimate the amount of attendees as it was the first event. But rough estimate would be a couple of thousand.
 - Discussion ensued.
 - Concerns regarding area businesses and the effect on their business would need to be addressed with said businesses.

Mr. Denison moved with a second by Mr. Gravatt to allow Friends of Caesar Rodney to proceed with planning for scholarship event. Mayor Bilbrough, Mr. Denison, Mr. Dixon, Ms. Johovic and Mr. Gravatt, Aye. None Opposed. Motion carried.

CALENDAR OF EVENTS

- Special Events Committee 2/15/2023, 7pm
- Planning and Zoning 2/22/2023, 6:00pm
- Public Hearing 2/22/2023, 6:30pm
- Reorganization Meeting 3/6/2023, 6:00pm
- Town Council Meeting 3/6/2023, 6:30pm

COUNCIL COMMENTS

- Council members expressed gratitude towards Mr. Gravatt for serving 2 years as a town council member.
- Mayor Bilbrough would like staff to start collecting applications for the part-time maintenance position.

Mr. Gravatt moved with a second by Mr. Denison to adjourn meeting at 8:00pm. Mayor Bilbrough, Mr. Denison, Mr. Dixon, Ms. Johovic and Mr. Gravatt, Aye. None Opposed. Motion carried.

The meeting adjourned.

Audrey Lindale
Clerk of Council